

**Call to Order:**

The meeting was called to order at 7:31 p.m. Present were Chair Zach Bergeron, members Vincent Chiozzi (arrived at 7:35), Jay Doherty, Joan Duff and Ann Knowles; also present was Paul Materazzo, Director of Planning.

**Other Business:**

Mr. Materazzo reviewed the Board's new Town issued email accounts and the Board discussed procedures that they would like to put in place for the accounts such as setting up a rule for all incoming emails to be automatically forwarded to Planning staff secretary. This would ensure that the Planning Department was aware of concerns of residents, would allow for these emails to be distributed to all members and entered into the public record.

Mr. Materazzo informed the Board that he arranged a site tour for the Epoch Senior Living Facility in Westford on Friday, September 26<sup>th</sup> at 11 a.m.

Mr. Materazzo stated that at the Board's next meeting on October 14<sup>th</sup> a discussion will be held on the zoning of the Shawsheen Square. Abutters' notices were sent out to a large number of property owners in that area. Based on public feedback from that meeting the Board can decide if and how they would like to proceed.

Mr. Materazzo informed the Board that 60-70 people attended that transit oriented district walking tour hosted by the Economic Development Council on September 20<sup>th</sup>. The tour started at the Town Yard with a brief presentation and moved on to Dundee Park, along the Shawsheen River, Railroad Street and down Essex Street to the Redman Card Building. Next the Town will be hosting a visioning session at 7 p.m. on October 16<sup>th</sup> at the library to engage residents on their ideas for that area, similar to what the Board did with the Park Master Plan. Based on this session, the Town can gauge if it is in their best interest to move forward with a zoning change article and a request by the Municipal Services Department for money at Town Meeting.

Mr. Materazzo encouraged the board to take a look at the Citizen Planner Workshop materials included in their packets. He informed them that the staff is working on hosting a seminar on "Hold to Hold a Perfect Public Hearing" for all Boards in Town.

**25 New England Business Center Drive:**

Mr. Materazzo informed the Board that the applicant on the recently approved solar project at 25 New England Business Center has made some small tweaks to their plan. The site and disturbance are exactly the same, but the solar panels are larger. It is the same amount of panels, it does not affect stormwater and the setbacks are the same. The chain link fence will be moved. If the Board would like the item can be put on the next agenda for a larger discussion, but as the change is so minor, Mr. Materazzo suggested that they entertain a vote to consider it a minor change.

On a motion by Mr. Chiozzi seconded by Mr. Doherty the Board determined that the request submitted by the applicant be deemed a minor modification. Said minor modification shall be consistent with the plan entitled "Layout and Materials 2" dated 9/23/14 revised as prepared by Hudson Design Group. **Vote:** Unanimous (5-0).

It should be noted that after the discussion on 25 New England Business Center ended, at 7:47 p.m. Mr. Bergeron left the meeting and did not return. Ms. Duff chaired the remainder of the meeting.

**Merrimack College Deliberations:**

Ms. Duff opened the continued deliberations on Merrimack College Site Plan Review Dover Use. Mr. Materazzo informed the Board that he updated his draft memo that he gave the Board at the last meeting based off their comments. On condition 14 he proposed a marker for what the access gate is for. The Andover Fire Department will be tasked with determining what type of marker is acceptable.

Ms. Knowles asked if all of the plans have been revised per condition number 2. Mr. Materazzo stated that the College has submitted all revised plans to staff and they were available electronically to the Board. He showed Ms. Knowles a hard copy of the revised plans. Ms. Knowles noted that she had yet to see an updated transportation plan C.6 with the revised setback. Mr. Chiozzi noted that Plan C.6 is the Sanitary Sewer Plan and Profile and that it shows a graphic of the building but it does not show dimensions, so that should not be an issue.

Ms. Knowles asked if a decision had been made on if the emergency generators would be moved back, and if so would it be reflected on the plans. Mr. Materazzo answered that the hearing is closed so that may be something that the Board of Health, who regulates the generators may be able to rearrange.

Ms. Knowles asked if the planting will reflect a one year or two year requirement. Mr. Materazzo noted that he only has one year in the draft conditions, but he does not see any reason why the College would have any issue with making it two years.

Mr. Doherty asked if it is normal for such a large project to have so much of the oversight fall on the Inspector of Buildings. Mr. Materazzo answered that the oversight is the Building Inspector's job. Every project has to have a construction schedule meeting and provide their schedule for the file. This helps to prepare the Building Inspector for questions and complaints from abutters as they arise. Mr. Materazzo acknowledged that Rock Ridge Road will have to be used for a portion of the construction, but once utilities are placed in the road there is no reason for construction vehicles to use it. Mr. Doherty asked if Conservation was handling the drainage and Mr. Materazzo stated that they were and they have had a peer review performed on the drainage. Mr. Doherty noted that condition 10 calls for the College to meet with Planning staff if a Conservation decision changes anything on the plan. Mr. Materazzo asked if the Board would prefer that the College come back to the Board for any minor changes. Ms. Duff asked if they would have to come back before the Board is any changes made would affect the Board's conditions and Mr. Materazzo stated that she was correct. He added that this condition is typical of what has been placed on other projects. Mr. Doherty asked that Mr. Materazzo email the Board if the College were to request any changes so that they could sit in on meetings if they so chose.

Ms. Knowles asked if Mr. Materazzo had set up any meetings yet on mitigation that may be facilitated by the Town. Mr. Materazzo stated that he has had conversations with Public Safety regarding a truck exemption on Rock Ridge Road, and they have made an inquiry with MassDOT as to if that may be considered for that roadway. He added that a bigger picture alternative may be changing Rock Ridge Road to a one-way. Mr. Doherty stated that he would be willing to meet with the Public Safety Officer to discuss what the Town can do for the neighborhood independent of this project.

On a motion by Mr. Chiozzi seconded by Mr. Doherty the Board moved to issue a favorable recommendation to the Inspector of Buildings pursuant to the following conditions as listed in Paul Materazzo's September 22, 2014 memo with the exceptions being item number 12 with the one year period being changed to two years and Sheet C. 6 being updated to reflect the current location of the commons building being moved further back onto campus. **Vote:** Unanimous (5-0).

**Adjournment:** The meeting was adjourned at 8:02 p.m.